



State Controller's Office

Personnel/Payroll Services Division

Ad Hoc Committee on Human Resources

January 31, 2019

Program Management and Analysis Bureau (PMAB)

❖ Affordable Care Act (ACA) – Megan Vinson

- Annual 1095-C mailing has begun.
- New Compliance Reports (reference PL #19-006):
 - Monthly: PDA2050L – Active Employee with Separation Code
 - Quarterly: PDQ2701I – Quarterly Employee Without Appropriate Address
 - Quarterly: PDQ2701K – Employee with COBRA Code Longer than 18 Months

❖ New EID for Fractional EEs – Kelly Montalbano

- New EID implemented for use when issuing pay for additional hours worked for part time or fractional time base employees who work hours above their time base up to 40 hours per week. Please begin using with the December 2018 pay period.
- Refer to Payroll Letter 18-026

❖ Minimum Wage – Erin Leight

- A mass update was ran on 01/16/19 to update EH records with a SAL for eligible employees.
- Refer to Personnel Letter 19-003

❖ Other Post-Employment Benefits (OPEB) – Erin Leight

- Upcoming Changes:
 - Earnings Statements will now show OPEB/CERBT instead of just CERBT for clarity.
 - The State Controller's Office (SCO) is implementing a new Employment History (EH) data item to identify an employee's eligibility for OPEB.

Personnel and Payroll Services Bureau (PPOB) – Bryce Miller

❖ Civil Service (CS) Payroll

- Lump Sum Deferrals:
 - The [Lump Sum FAQs](#) and reminders state to use all of Item 620 lump sum vacation before using Item 625 for lump sum extra. The system will generally issue the time from the PAR keyed on EH, but if the time is not completed this way CS Payroll staff must transfer lump sum extra into lump sum vacation to allow the system to project out the remaining time from the PAR to prevent additional manual processing.
 - Please verify your calculations. Deferral requests are being submitted but the amount(s) submitted are not possible based on the time available and staff are having to contact departments to verify what amounts and accounts the employee (EE) wants, which is taking time from processing the workload.
 - Refer to the [Lump Sum Calculators](#) on the SCO website for assistance with determining deferral calculations.

- Please also take into consideration when EEs hit Social Security max, garnishments that are subject to lump sum, and when Medicare Taxable Gross exceeds 200,000 to withhold 2.35%.
- Wins/Accomplishments:
 - CS Audits and CS Payroll have completed over 1300 Lump Sum Deferral requests for EEs separating between 11/01-12/31.
 - CS Payroll has processed over 3000 674s and 674 ARs.
- ❖ **W-2, Non-USPS, Miscellaneous Deductions**
 - 2018 W-2's - Mailed out by January 31, 2019
 - Agencies and campuses should have updated the employee's address that their W-2 will be mailed to by December 19, 2018.
 - To view the address an employee's W-2 is being mailed out to, agencies can access View Direct Report ID: PDC9820, Report name "2018 W-2 to be mailed". Campuses can access CIRS Program PDC0101 CSU (compendium report code number D92, cycle date 18-12).
 - Undeliverable W-2's will be sent back to the employee's agency.
 - If employee does not receive 2018 W-2, SCO will waive the fee for providing a duplicate W-2 if the request is received by March 1, 2019. This information is on the [Payroll letter #18-020](#).
- ❖ **Statewide Customer Contact Center (SCCC)**
 - The State Controller's Office (SCO) is committed to providing the highest level of customer service possible. With that, we would like to share the reminder that we are here to service Department's and/or Campus Human Resources (HR) Offices. Employees are best served by their own Department and/or Campus HR Office, as they have a direct relationship with the employee and can best address the employee's needs. We ask that Department and/or Campus HR Offices do not share SCO's direct contact information with employees. If an employee requires HR-related assistance, please direct the employee back to his/her respective HR Representative. This will ensure that SCO can continue providing excellent customer service to Departments and/or Campus HR Offices.
 - Escalation Email:
 - Reminder: Our Escalation email (PPSDOps@sco.ca.gov) is for Supervisors and Managers. You can find guidelines to using our Escalation email on our website under Human Resources.
 - HR Suggestion Box – PPSDHRSuggestions@sco.ca.gov
 - California Personnel Office Directory (CPOD):
 - Please update [CPOD](#) with current information.
 - PSD8A Signature Card:
 - Reminder: Please ensure that your PSD8A Signature Card is updated for your staff to pick up checks from SCO's Disbursement's unit. To update the your PSD8A Signature Card please use Form Std. 614, which can be found on the [Department of General Services California State Forms Directory](#).

California State Payroll System (CSPS) – Bill Harrigan

- Click here to register for Future State Sessions:
https://www.sco.ca.gov/csps_future_state_workflow_sessions.html